

KETTLE LAKE PTO

Minutes

Meeting called to order by Christy Morehouse, President

September 21, 2023

Mission Statement:

It is the mission of the Kettle Lake PTO to support quality education for the children of Kettle Lake Elementary School.

In Attendance:

- | | |
|-------------------|-------------------|
| Megan Ballmer | Megan Erickson |
| Christy Morehouse | Jessica Riedl |
| Holly Blough | Amy Hoss |
| Kelli Bonnell | Niki Frontjes |
| Stephanie Shepard | Jenna Hurless |
| Jen French | Stephanie Andrews |
| Nancy Dryburgh | Sara LeFevre |
| Crystal Hurst | Taryn Williams |
| Amanda Theisen | Amanda Rasche |
| Courtney VanHagen | |

Board introduced themselves. We then went around and each introduced themselves, as well as the kiddos they have at the school.

Approval of Minutes:

Minutes from the May 16, 2023 meeting were approved (montined by Holly Blough; Stephanie Shepard seconds) and are on the Kettle Lake website.

Updates from the principal:

Megan has 365 students this year! Using money from the first bond as we want! Getting a lot of new furniture. They got 500/600 NEW chairs delivered (during the school day!) - good chaos. She brought them in for us to see. Also receiving all new desks - those will be delivered by desk fairies overnight to each room. Also receiving new gaga pits, blinds, shelving, AND new teacher chairs. It's been a ton of work, but lots of fun. Excited to show off new stuff - hoping for all to be in by Halloween parties.

It's been a great start to the year. One new classroom teacher, but she's not an entirely new face - she is a Kettle Lake parent. Also welcomed one new parapro. There are lots of new kiddos, with first grade welcoming the most new students this year.

Megan welcomed the 2nd grade teachers. They are an amazing team; work absolutely awesome together. They are a fun team and are so in sync in all they do.

School Staff - 2nd Grade:

Something they have added this year is optional homework, which they are calling life skills. They have noticed, even as parents themselves, kids aren't always prepared with certain life skills that they may have just not been exposed to. So they are adding in this "homework" that includes skills ranging from writing full name (including middle), mopping/sweeping, making bed, knowing an emergency number, etc. If they complete they get their name on a board - no major prize, but recognition for a job well done.

Budget (Stephanie Shepard) :

Stephanie handed out the past budget and walked through a few items. Highlighted that the office activity fund was over only due to not having all expenses in (like yearbooks for staff) before the lounge project was calculated, but there was plenty of room in the overall budget. Other

bussing, which is used when we bus from Lakeside, was over budget so will be increased. Overall, we came out ahead.

We then looked at the 2023/2024 budget, which was made using prior year as a guide and making adjustments based on actual as well as some known/discussed changes.

Expense Only Items to highlight:

- Reading month can use assemblies again this year, as we do want to bring in an author/illustrator and there are no other assemblies planned.
- Classroom Supplies budget was updated to be sure to include all needed with Megans input. Main change from last year was to add in an "Itinerants" line, which will be used for all special education staff; she feels this will better suffice. There was also discussion about the Peer to Peer Links program. This is a side by side mentor type relationship for the special education program right in the school - kids help kids. Students will play games, crafts, etc. This program is run by Mrs. Torres and these items were often funded by her personally. We would like to add a line item for this program going forward - will vote.
- Asked teachers if they were good with the amount provided by the PTO. Resounding yes, they get school funds as well.

Walk through of Revenue generating items:

- We have removed some programs that are no longer running/we aren't using - Box Tops, Amazon Smile, Direct Your Dollars.
- Of course, our main event and largest fundraiser is Walk-A-Thon - goal of \$20,000 this year in budget.
- Also increased Family Fun night goal to \$6,000 (from \$5,000 last year); this is still less than actually earned last year!

The budget was motioned for approval by Kelli Bonnell; Amanda Theisen seconds.

Amanda Theisen motioned to add in the \$300 for the discussed Peer to Peer Links program; Jessica Reidl seconds.

Committee Reports:

- Walk-A-Thon: Christy Morehouse, Amanda Theisen (Jessica Reidl)
 - Using 99 pledges this year - each kiddo will have their own link for electronic donations. Program is user friendly (Megan has tested as well and loves it). You easily search by student name (first and/or last) and will be sorted by class. Teachers can track and make a competition if they'd like. Christy has set a goal of \$2,000 per classroom, which gives us a reach goal of \$30,000!
 - Team will go in on the day of the Walk-A-Thank and count/assign cash and checks, which will still be accepted.
 - Amanda notes that there are no shirts for prizes, which makes things standard and much easier. Prizes will just be magically delivered to lockers based on level earned.
- Room Parent Coordinator: Kelli Bonnell
 - Yellow Forms have gone home! Keep sending them to Kelli as returned. Room parents will be selected next week; more information to them at that time
- Coupon Books: Christy Morehouse
 - Will be using Key Card again this year (took vote on Facebook); this will be in mid-October
- School Directory: Holly Blough
 - Has gone out; will shut down on the due date. Will then be sent to all those who have chosen to participate. Teachers also sent out the request to parents; that seems to be very helpful
- Book Fair (Oct. & Feb.): Kelli Bonnell and Leah Smith
 - Next fair in October and will run as it has the past few years - conference shopping time! Will use 4 volunteers per night to help run registers and help kiddos shop.
- Moms and Mister: **Needs volunteers**
 - Last year was April 29; as far as we know date is still TBD
- Ladies and Loved Ones: **Needs Volunteers**
 - Date is set for February 3, 2024.
 - For BOTH of these events: There is a host school and existing committee - Kettle Lake needs at least 2 reps to work on the team. These reps will be a liaison - report back to us, let us know what committee may need, handle tickets sales/distribution for KL, etc. Not responsible for planning event(s), but joining an existing team to help!
 - Put out a post on FB for help; then have teachers send out SOS.
- Family Fun Night (April/May): Jenna Hurless and Niki Frontjes
 - Discussion of date - stick to a Friday in May - MAY 19th!

- Raffle Baskets - to be handled by room parents again this year
- Teacher Appreciation: Valerie Brooks and Courtney Van Hagen (Kelli Bonnell, Amanda Rasche, Nichole Paarlberg, Samantha Shultz)
 - Val and Courtney newly taking over, with the existing committee!
 - Had some questions about the budget, but Stephanie provided that information on the budget distributed.
 - For something new this year they handed out personalized notepads to start the year! Teachers loved, super appreciated!
 - Some discussion over "fundraising", which we can ask for anything we want over budget. Team will get together to discuss this, as well as the option of our own Venmo account.
 - Teachers noted they have no expectations here - they appreciated everything and how it's above and beyond.
- Spirit Wear: Amanda Theisen
 - Closes on Friday, 9/15! Have earned \$350 so far.
 - Amanda would love a shadow. Her friend does the work, the rest is easy. She has two years left at KL, but would love to hand it off sooner than later (while she's still around to help as needed)!
- Terracycle: Amy Hoss
 - Amy has packets to send home for Terracycle that will go to the whole school. They just weighed some product from last year, so we should have some money coming in this fall for last school year.
- Cougar Kids Care Club: Amy Hoss
 - Amy also has a packet to send home for CKCC - this will go to 3rd/4th students and will have sign up information.
 - First meeting is October 5th - this is when they will vote on what charities they will focus on this year.
 - She has one parent to help with meetings, but could really use another - she will ask for a parent one kids sign up. She feels good about the year and thinks they will have a larger group this year!
 - Sara asked to know a little more about CKCC so Amy talked about how they meet to better the community and do several fundraisers throughout the year for the charities they choose. They do a field trip at the end of the year - generally to Kids Food Basket (last year had 19 kids). Jen French mentioned that she was once told to think of it as a version of a student council.
- Learning Garden: Amy Hoss
 - Hoping that the CKCC meeting in November will be to do some work in the garden. She is going to add some perennials; a few things that are a little less annual maintenance.

- She also plans to do a Spring Clean up; this will not just be CKCC but hoping to invite anyone at the school interested.
- Key Communicator: Amanda Theisen and Leah Smith
 - This is still a thing! Amanda explained to the group this was an idea to have all the principals and a few parents from each school gather quarterly to meet with the superintendent. Last year the focus was the bond. The first meeting is tomorrow (September 13th) at 6pm. She will update once she knows what this will look like for the year.
- Blood Drive: Lindsey Grysen
 - Lindset was not present, but Christy has been in touch and she is working on setting dates for the blood drives. Will be 3-4 drives.
- 4th Grade Celebration: Jessica Reidl and Amanda Theisen
 - Jessica explained that 4th grade celebration is a way to send off kiddos as the head on to their next school! Snacks/ice cream and a walk around the track.
 - She could use another 4th grade parent to help plan. Amanda will help at the event so 4th grade parents can enjoy; she'll need a helper as well.
- Website updates: Kelli Bonnell
 - Just announcing that if you are a committee lead and want anything updated on the website - send them to me. Email me personally or at the KL gmail account anytime you want anything updated on the website. A new parent asked if this was the same at the FB page - Kelli will put a link out on the FB page so parents know it's out there (it is also in the newsletter, which will be sent out monthly).
- Talent Show: Are we doing this??
 - This is done every other year - so this year it is up. Jen mentioned that this should include 3rd grade as well otherwise they would miss. This is done during the day, kids plan and audition. There is a dress rehearsal (after school). Every kiddo who auditions will eventually make it, though they may be told to go back and work on their act and come back ;) NOT every kid has to audition/participate. In the past, the whole school would go watch. Ginger Schmidt was the parent volunteer for the last event and she is no longer at KL. Jen French will talk to Britt as she helped 2 years ago. Will need a parent volunteer to help organize!

To Do:

Will put out a few posts on FaceBook page for events/activities that need volunteers. Will also send these requests through teachers' newsletters, as that seems the best way to get to everyone.

2023/2024

Expense Only Items			
	Budget	Current Spend	Remaining
Administrative	\$ 600.00	\$ -	\$ 600.00
Assemblies	\$ 1,000.00	\$ -	\$ 1,000.00
Bus Garage Appreciation	\$ 100.00	\$ -	\$ 100.00
Classroom Supplies	\$ 5,000.00	\$ -	\$ 5,000.00
Reading Month	\$ 2,500.00	\$ -	\$ 2,500.00
Cougar Cool Awards	\$ 1,500.00	\$ -	\$ 1,500.00
Cougar Kids Care Club	\$ 500.00	\$ -	\$ 500.00
Grade Level Activities:1st Grade	\$ 650.00	\$ -	\$ 650.00
Grade Level Activities:2nd Grade	\$ 650.00	\$ -	\$ 650.00
Grade Level Activities:3rd Grade	\$ 650.00	\$ -	\$ 650.00
Grade Level Activities:4th Grade	\$ 750.00	\$ -	\$ 750.00
Grade Level Activities:Kindergarden	\$ 500.00	\$ -	\$ 500.00
4th Grade Celebration	\$ 1,200.00	\$ -	\$ 1,200.00
KL Office Activity Fund	\$ 2,000.00	\$ 180.00	\$ 1,820.00
Learning Garden	\$ 350.00	\$ -	\$ 350.00
Other Bussing	\$ 1,200.00	\$ -	\$ 1,200.00
Peer LINKS Program	\$ 300.00	\$ -	\$ 300.00
Playground Maintenance	\$ 2,500.00	\$ -	\$ 2,500.00
Scholastic News	\$ 2,500.00	\$ -	\$ 2,500.00
Spanish/Music Program	\$ 600.00	\$ -	\$ 600.00
Talent Show	\$ 100.00	\$ -	\$ 100.00
Teacher Appreciation	\$ 3,000.00	\$ -	\$ 3,000.00
Watchdog Meals	\$ -	\$ -	\$ -
Total	\$ 28,150.00	\$ 180.00	\$ 27,970.00

10/17/2023

2023/2024

Revenue Generating Items		
	Current Earnings	Goal
Book Fair	\$0.00	\$0.00
Family Fun Night	\$0.00	\$6,000.00
Coupon Book	\$0.00	\$2,400.00
Daddy Daughter Dance	\$0.00	\$500.00
Interest	\$0.00	\$0.00
Moms & Misterys	\$0.00	\$400.00
Spiritware	\$0.00	\$400.00
Terracycle	\$0.00	\$80.00
Walk-a-thon	-\$278.78	\$20,000.00
Total	(\$278.78)	\$29,780.00

10/17/2023

Budget 2023/2024						
Category	Expense		Income		Net	
	Current	Budget	Current	Goal	Actual	Budget
Administrative	0.00	\$600.00	-		\$0.00	(\$600.00)
Assemblies	0.00	\$1,000.00	-		\$0.00	(\$1,000.00)
Book Fair	0.00	\$3,000.00	-	\$3,000.00	\$0.00	\$0.00
Bus Garage Appreciation	0.00	\$100.00	-		\$0.00	(\$100.00)
Family Fun Night	0.00	\$4,000.00	-	\$10,000.00	\$0.00	\$6,000.00
Classroom Supplies	0.00	\$5,000.00	-		\$0.00	(\$5,000.00)
Reading Month	0.00	\$2,500.00	-		\$0.00	(\$2,500.00)
Cougar Cool Awards	0.00	\$1,500.00	-		\$0.00	(\$1,500.00)
Cougar Kids Care Club	0.00	\$3,500.00	-	\$3,000.00	\$0.00	(\$500.00)
Coupon Book	0.00	\$2,600.00	-	\$5,000.00	\$0.00	\$2,400.00
Daddy Daughter Dance	0.00	\$0.00	-	\$500.00	\$0.00	\$500.00
Grade Level Activities:1st Grade	0.00	\$650.00	-		\$0.00	(\$650.00)
Grade Level Activities:2nd Grade	0.00	\$650.00	-		\$0.00	(\$650.00)
Grade Level Activities:3rd Grade	0.00	\$650.00	-		\$0.00	(\$650.00)
Grade Level Activities:4th Grade	0.00	\$750.00	-		\$0.00	(\$750.00)
Grade Level Activities:Kindergarden	0.00	\$500.00	-		\$0.00	(\$500.00)
4th Grade Celebration	0.00	\$1,200.00			\$0.00	(\$1,200.00)
Interest	0.00	\$0.00	-	\$0.00	\$0.00	\$0.00
KL Office Activity Fund	180.00	\$2,000.00	-		(\$180.00)	(\$2,000.00)
Learning Garden	0.00	\$350.00	-	0	\$0.00	(\$350.00)
Moms & Mistrs	0.00	\$0.00	-	\$400.00	\$0.00	\$400.00
Other Bussing	0.00	\$1,200.00	-		\$0.00	(\$1,200.00)
Peer LINKS Program	0.00	\$300.00	-		\$0.00	(\$300.00)
Playground Maintenance	0.00	\$2,500.00	-		\$0.00	(\$2,500.00)
Scholastic News	0.00	\$2,500.00	-		\$0.00	(\$2,500.00)
Spanish/Music Program	0.00	\$600.00	-		\$0.00	(\$600.00)
Spiritware Sale	0.00	\$0.00	-	\$400.00	\$0.00	\$400.00
Starter Cash	0.00		-		\$0.00	\$0.00
Talent Show	0.00	\$100.00	-		\$0.00	(\$100.00)
Teacher Appreciation	0.00	\$3,000.00	-		\$0.00	(\$3,000.00)
Terracycle	0.00	\$0.00	-	\$80.00	\$0.00	\$80.00
Walk-A-Thon	278.78	\$3,000.00	-	\$23,000.00	(\$278.78)	\$20,000.00
Watchdog	0.00	\$0.00	-		\$0.00	\$0.00
Total	458.78	\$43,750.00	\$0.00	\$45,380.00	(\$458.78)	\$1,630.00

10/17/2023

Teacher	Grade	23/24	Spent	Remaining
Gray	1	\$200.00	\$0.00	\$200.00
Racinski	1	\$200.00	\$0.00	\$200.00
Bieszka	1	\$200.00	\$0.00	\$200.00
French	2	\$200.00	\$0.00	\$200.00
Hurst	2	\$200.00	\$0.00	\$200.00
Dryburgh	2	\$200.00	\$0.00	\$200.00
Nankervis	3	\$200.00	\$0.00	\$200.00
Noakes	3	\$200.00	\$0.00	\$200.00
Asper	3	\$200.00	\$0.00	\$200.00
Dyksterhouse	4	\$200.00	\$0.00	\$200.00
Reurink	4	\$200.00	\$0.00	\$200.00
Zondervan	4	\$200.00	\$0.00	\$200.00
Quist	Art	\$200.00	\$0.00	\$200.00
Vansickle	EI	\$200.00	\$0.00	\$200.00
Brummel	Gym	\$200.00	\$0.00	\$200.00
Violin	Intervention	\$200.00	\$0.00	\$200.00
Wiechertjes	Resource	\$200.00	\$0.00	\$200.00
Frey	K	\$200.00	\$0.00	\$200.00
Rowley	K	\$200.00	\$0.00	\$200.00
Pyper	K	\$200.00	\$0.00	\$200.00
Bolinger	Library	\$200.00	\$0.00	\$200.00
Brooks/Willyard	Music	\$200.00	\$0.00	\$200.00
Dixon	Spanish	\$200.00	\$0.00	\$200.00
Anderson	Counselor	\$200.00	\$0.00	\$200.00
Itinerants	Special Ed	\$200.00	\$0.00	\$200.00
Total		\$5,000.00	\$0.00	\$5,000.00

10/17/2023